

2007-2008 Course Approval Application Process Instruction Page

Joint Technological Education Districts

Each Joint Technological Education District (JTED) must submit a “*Course Approval Application*” by January 1, 2007.

1. Complete “Cover Page.” The cover page:

- Identifies the JTED, provides address and contact information
- Assures the Arizona Department of Education that the JTED has completed the required Intergovernmental Agreement (IGA) or other written contract with member districts in compliance with A.R.S. 15-393 (L)(1-10). The IGA or other written contract must completely and accurately specify the following:
 - Financial provisions and the format for the billing of all services
 - Accountability provisions.
 - Responsibilities of each JTED, each school district, each charter school and each community college that is a party to the IGA or other written contract.
 - Type of instruction that will be provided.
 - Quality of instruction that will be provided
 - Transportation services that will be provided and the manner in which transportation costs will be paid.
 - Amount the JTED will contribute to a course, and the amount of support required by the school district or community college.
 - Services provided by the JTED, the school district, the charter school or the community college district be proportionally calculated in the cost of delivering the service.
 - Payment for services shall not exceed the cost of the services provided.
 - Initial IGA or written contract and any addendums between the governing board of a JTED and another JTED, a school district, a charter school, or a community college district be submitted by the JTED to the Joint Legislative Budget Committee (JLBC) for review.
- Requires a list of all member districts for which an IGA or other written contract has been completed, approved by the governing board and submitted to the JLBC for review.
- Requires the signature of the JTED Superintendent assuring that all information contained in the Application for Course Approval is accurate.

2. Complete a “Program and Course Information” page for each program offered through the JTED:

- Only one Program and Course Information page needs to be completed for each program, even if the program or courses are offered at multiple sites.
- In the bottom table of this page please enter the sequence of courses taught in this program. Each course must be entered for approval. Also enter each site where the course is taught. If the program is taught at multiple sites, the cell will continue grow to accommodate for multiple entries. Please enter the remaining information for each site listed.

3. Complete the Specialized Equipment and Instructional Materials List:

- Please enter the specialized equipment or instructional materials item
- Indicate if the item is used for more than one course
- If item is used by more that one course, please specify courses by CIP Code, the cell will continue to grow to accommodate multiple courses.

4. Complete only the top portion of the Course Approval Form. The remainder of the form will be completed by ADE staff.

5. Submit completed Course Approval Application with original signatures by January 1, 2007 to:

Career Pathways
Career and Technical Education
Arizona Department of Education
1535 W. Jefferson, Bin #42
Phoenix, AZ 85007
Fax #: (602) 542-1849
Email: JTED.Inbox@azed.gov

6. Upon receipt of the Course Approval Application, the assigned area State Supervisor will review within 90-days.

Important Note:

If submitting the Application for Course Approval via e-mail or fax, a hard copy of the Cover Page with original signature must be submitted.

